

ADTEL® USB 1200 Installation & Operating Instructions

IMPORTANT

Before using the *ADTEL® USB 1200* unit, please read these operating instructions carefully.

INTRODUCTION

The **USB 1200** is a digital message unit designed for continuous audio playback. Audio is transferred to the device via a removable USB flash drive. Loading is easily done by “dragging and dropping” an audio file from a computer to the USB flash drive.

PACKAGE CONTENTS



ADTEL® USB 1200

- This is the digital message playback unit
- USB flash drive (also called a “memory stick” or “thumb drive”) is included for loading new productions
- AC adaptor is also included (NOTE: Yours may look different than the one displayed.)



AUDIO CABLES

- Select an audio cable from the ones provided to connect the **USB 1200** to your phone system (see #4 on next page)



ADAPTOR

- RCA male to 3.5mm female adaptor (optional – see Note in #4 on next page)

INSTALLATION

1. **POSITION UNIT** – place the **USB 1200** near your phone equipment, within a few feet of an electrical outlet, and in a convenient place to make adjustments and to plug in the USB stick. Place the device flat on a shelf or mount it using the keyhole cutouts and screws provided.
2. **CONNECT POWER** – plug the AC Adapter into a power outlet, then insert the adapter plug into the 12V DC jack of the unit (NOTE: there is no external On/Off power switch on the unit). The unit’s LED will light to indicate the current status of the unit (see reverse side for a listing of status colours).
3. **TEST AUDIO FROM UNIT** – your *ADTEL®* production has been pre-loaded into the memory of the **USB 1200**. The built-in speaker (located on the side without the LED light) allows you to verify that sound is playing from the unit. There is a “push on / push off” button next to the speaker, and the Volume Up / Down buttons adjust the level – each press of a button will increment the sound up or down (Note: position of the Speaker button will not affect the sound on hold, however the Volume controls **will** increase or decrease it).

For Technical Assistance Please Call *ADTEL®* 1-800-661-9999

4. **CONNECT AUDIO** – Plug one end of the audio cable into the 600-ohm RCA output jack of the **USB 1200**, and connect the other end to the Music-On-Hold port of the phone system (Note: If your system already has an audio cable connected, you may use it instead of one provided. Use the optional RCA adaptor if necessary).
Check with your phone system installer or call *ADTEL*® Technical Support if you are unsure where your system's MOH port is located or how it should be connected.
5. **TEST AUDIO ON HOLD** – Place a call into the phone system and be put on hold, then adjust the volume to a comfortable level (if you hear insufficient volume, lower the volume to near-minimum, then switch the cable to the higher output 8-ohm jack, and re-adjust the volume).
6. **NOTIFY OF COMPLETED INSTALLATION** – Call *ADTEL*® Technical Support toll free at 1-800-661-9999 once your **USB 1200** has been connected, and confirm that your on-hold system is functioning properly. Also verify the email address where you wish to receive your future audio productions.
7. **CALL IF YOU NEED ASSISTANCE** - At this point the **USB 1200** unit should be installed. If you do not have any hold music playing or require other assistance, please contact *ADTEL*® at the number shown above.

PRODUCTION UPDATES

Your future *ADTEL*® audio productions will be sent to the email address you have specified. Each email will also provide instructions for loading, which is done by “dragging and dropping” the new audio file to the USB flash Drive.

TECHNICAL

STATUS LIGHTS:

- *FLASHING YELLOW* – The USB drive is initially plugged in
- *SOLID YELLOW* - The audio file is being loaded to internal memory (do not unplug during this time)
- *SOLID GREEN* - Transfer of the audio file is completed and the unit is playing (optional - you can now unplug the USB drive – the unit will continue playing from memory without the drive inserted)
- *SOLID RED* - No audio playing
- *BLINKING RED* - Unit requires special audio file, please contact *ADTEL*®
- *BLINKING GREEN* – File is not valid. Reboot unit and reload file. If status persists, contact *ADTEL*® Technical Support.

Note: many fault conditions may be corrected by simply rebooting the device. To reboot, simply cycle the power -- remove the power plug for 5-10 seconds, then plug it back in.

OUTPUTS: 600 ohms, 8 ohms (RCA connectors – see #4 and #5 above)

DIMENSIONS: 4.75”W x 6.5”L x 1.6”H

POWER: 12VDC Power Supply, included

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